

# Town Administrator's Action Items Report

## August July 20, 2015

1. **Highway Safety Subcommittee**-Foot Traffic Study Committee-First meeting scheduled for September 8<sup>th</sup>.  
Committee had organizational meeting and discussion of assignments were given out.  
Grant application sent to DOT on Friday, Sept. 26<sup>th</sup>.  
Next meeting is on Tuesday, October 28<sup>th</sup> at 4:00pm. Overview of plan if grant does not come through. Discussed the possibility of using the 'used' bridge.  
Also discussed a Canadian purchase.

Next meeting scheduled for after the holidays TBA

Warrant Article written according to agreement.

Minutes of meeting attached.

Next Meeting on April 22<sup>th</sup> at 4:00 PM

Chief Brace and Road Agent Dick Perusse to attend and discuss other pedestrian related issues with the committee.

Dick Perusse attended meeting on April 22 and Dick laid out the construction plans for the bottom of Old Coach Road. Peter will follow through on the State DOT painting crosswalks.

Committee met on June 30<sup>th</sup> to discuss fundraising.

Update as of August 7<sup>th</sup>, 2015- Board of Selectmen approve contracting with Bob Todd Land Use Consulting for an estimated \$8,000 to \$10,000 and also E.D. Swett Com for preliminary design and engineering for \$15,000.

2. **Town Hall Basement** bid- Bid Package created and also advertised and put the web page. Bids are due on May 29<sup>th</sup>.  
Peter to place out for rebid.  
George St. John is putting together a proposal to do a partial renovation which is going to include a new furnace, windows and stairway.  
George St. John Preparing recommendations and proposal for partial completion of the project.  
SJT Construction bid brought to Board for approval at Selectmen's meeting on August 17<sup>th</sup>.

3. **Peter to investigate the most practical method of code enforcement re: Winslow's property on River Road.**

Request for Town Counsel may be required

See Peter's Memo for Item 4 of July 20<sup>th</sup> Agenda

Peter to make appointment with Bart Mayer to work on Junk Yard ordinance.

4. **Stair Chair Lift-**

Bids requests to go out on week of June 15<sup>th</sup>. Bids received and Peter has recommendation for approval re: Item 8 on July 20<sup>th</sup> Agenda. Installation will take place in the near future.

5. **Purchase of trailer for election booths** is in the works. Update at meeting of July 6, 2015 Peter, Willard and Don Chapman to visit a trailer Company on July 20<sup>th</sup>. Should be able to purchase shortly thereafter

Trailer purchased and now at the Highway Department property. Peter Notified the Parker's of the Town's intent not to rent their shed on Mill Street after October 1<sup>st</sup>.

6. **Riverdale Road Bridge** progressing-Steel was installed this past week. Bridge is pretty much complete and as of August 14<sup>th</sup> we are awaiting the guard rails. A ribbon cutting ceremony is in the plan.

7. **School Generator Issue-** Peter, Dick Perusse, and Dan MacDonald meeting on July 21 to wrap up discussions and prepare a solution for Town's involvement in payment of 'in kind' services. Peter to discuss past history of present generator including, date of purchase and number of hours, along with maintenance program if any etc.

8. **Solar Energy Proposal-**Susan Carr on agenda for July 20th to continue discussion.

Susan advised that the funding and option is no longer available at this time because the cap on net metering is no longer available.

9. **Employee Recognition-** Recommended date and other details need to be agreed. (see attached) Christine not available on original date and check with her about a date change. ??

10. **Solid Waste Contract** – Request for proposal re: Waste materials disposal future agreement/contract. (see attached) Awaiting proposals.

11. **Town Administrator to prepare C>I>P> requests on behalf of the Selectmen's office.** Due in September.

12. **Finance Committee upcoming 2016 budget hearing schedule.** (See attached)

13. **New Boston Internet Service proposal-** Action from Selectmen is requested. No new information is available or submitted.